

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

ECF FORM NO. 2 USER REGISTRATION

User Registration, Application for Password, Waiver of Notice and Service by Mail and Consent to Electronic Notice of Electronic Case Filing System.

Please complete the following forms and the on-line test found on the Training section of the court's website at <https://ecf-train.ctb.uscourts.gov>. Return them, by mail, to the Office of the Bankruptcy Court Clerk, 450 Main Street, Hartford CT 06103, Attn: ECF Registration. We will contact you via email regarding your registration and password after review of the information herein.

Name	
Address	
Firm Name	
Entity for Which you are authorized to file	
Basis for Use (i.e. claims filing)	
Phone Number	
Fax Number	
E-Mail address for use in electronic filing	

I, declare, under penalty or perjury, the following is true:

1. Claims or Other Limited Use Application: I am authorized to prepare and file:

☐ Proofs of Claim

☐ Requests for Notice

☐ Notices of Assignment of claim

2. I agree that use of the password to be obtained pursuant to this registration (my password) to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and

my signing of any proofs of claim, request for notices and assignments of claims, or other papers or documents filed by use of my password, for all purposes authorized and required by law, including, without limitations, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, and any applicable local rules and non-bankruptcy law.

3. I agree that it is my responsibility to maintain in my records all documents bearing original signature filed using my password, and all documents bearing the original signature of any signer on whose behalf I file documents using my password, for a period of five (5) years after the case or proceeding in which the documents have been filed has been closed.

4. I agree that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to immediately notify the Court in accordance with this Court's ECF Procedures. I agree that it is my responsibility to notify the court in writing immediately, of any change in my address, telephone number, fax number, or email address.

5. I agree that it is my responsibility to notify the Court, immediately in writing, of any change in my address, telephone number, fax number, or email address.

6. I agree to adhere to the Court's Administrative Procedures for Electronic Case Filing. I understand that it is my responsibility to learn and use any and all updates to the Court's Administrative Procedures for Electronic Case Filing, and acknowledge that I have undergone training by the office of the Clerk of the Bankruptcy Court or otherwise qualified as a User prior to issuance of my password.

APPLICANT'S SIGNATURE

DATE

For Court Use Only:

Approved by: _____

Password: _____ *Date:* _____

**United States Bankruptcy Court
District of Connecticut
CM/ECF CERTIFICATION EXAM FOR USERS**

Note: We strongly urge you to participate in the On-line Training Tutorial or attend an in-house Training Class before taking this certification exam. Failure to participate in Training may have a negative impact on your final score. Registration is contingent on passing the certification exam.

This test consists of three parts: Part I consists of 5 questions. The questions cover the processes of filing documents in the ECF system. **Part II consists of 4 assignments.** The assignments represent typical documents that you may file in the ECF system **and Part III consists of the instructions for registration and obtaining a login and password.** Failure to comply with the instructions in their entirety will result in your password and login not being assigned.

Please complete the information below before submitting your exam.

First Name _____
Last Name _____
Email Address _____
Business Address _____

Telephone _____
Date _____

revised 1/28/09

Part I
QUESTIONS

1. In order to attach a document to your entry in CM/ECF, the document must be in what format?

- A. _____ Word
- B. _____ WordPerfect
- C. _____ PDF format
- D. _____ On a diskette

2. When filing your proof of claim, you need to attach the proof of claim to your entry. How do you do this?

- A. _____ As an email attachment
- B. _____ Mail a copy to the court, the clerk's office will scan and attach the document
- C. _____ At the browse screen as a pdf document
- D. _____ All of the above

3. Which of the following statements best describes the method used to record the party who is filing the document?

- A. _____ Type the party's name in the docket text
- B. _____ Click the check-box for the correct party
- C. _____ The party's name is added automatically
- D. _____ Pick the name of the party from the pick list

4. Before attaching the document to the docket entry, you should double check that the document you are about to attach is the correct document, so you:

- A. _____ Right click on the document, then left click on open
- B. _____ Single left click on the document to view
- C. _____ Single click on either left or right to view
- D. _____ None of the above, you cannot view the document before attaching

5. If you realize that your Final Docket Text contains an error, how do you correct that error before accepting that final docket text

- A. _____ Click the "back" button one or more times to find the error
- B. _____ Log off and try again
- C. _____ Fix the error in the text screen

Part II
ASSIGNMENTS

You must file the four documents listed below along with your registration forms. The documents must be filed exactly as specified below. You will need to enter our training database to complete your assignments. There are 5 logins and passwords available for your use to enter the training database. If you

receive the following message: **“Warning: the account you entered is already logged in”**, click on the cancel button and try another login and password or try again later. Logins and passwords are listed on page 3 of this document. There are also 5 cases listed on page 3 which are available for you to file the documents listed below. The address for the training database is <https://ecf-train.ctb.uscourts.gov>

1. A proof of claim on behalf of Long Island Finance Company in the amount of \$5,000.00 as an unsecured claim.
2. A proof of claim filed by you as the creditor, in the amount of \$150.55, and filed as a secured claim.
3. A Request for Notice on behalf of creditor, Johnson & Johnson.
4. A Request for Notice filed by you, as the creditor.

Part III **INSTRUCTIONS**

You must select one case from the list to file your documents. Docket all your pleadings on the same case. You must submit the following information to the court for review, before a password and login will be assigned:

1. A copy of this exam (**with answered questions**)
2. The case number of the case that you filed documents on. **Enter case # here:** _____
3. The proof of claim number of the claim that you filed. **Enter claim# here:** _____
4. The proof of claim number of the claim wherein you are the creditor. **Enter claim #here:** _____
5. The document number of the above Request for Notice. **Enter the document # here:** _____
6. The document number of the above Request for Notice wherein you are the creditor. **Enter the document # here :** _____
7. Your Registration form

Please submit the 7 items listed above to the following address:

U.S. Bankruptcy Court
450 Main Street
Hartford, CT 06103
Attn: Barbara Germain

LOGINS AND PASSWORDS

test_user1	user1
test_user2	user2
test_user3	user3
test_user4	user4
test_user5	user5

CASE NUMBERS

05-50025
05-50026
05-50027
05-50028
05-20029